

DD/O 73-6366
27 NOV 1973

MEMORANDUM FOR: All DDO Division and Staff Chiefs

SUBJECT : Letters of Instruction and Fitness Reports

25X1A REFERENCE : [REDACTED] (Personnel Evaluation) as revised
27 September 1973

1. Copies of all completed Letters of Instruction (LOI) should be included in the Home Base files made available to Evaluation Boards for their comparative evaluation of DDO Career Service Officers. Copies should also be provided to the appropriate Career Management Group Vice-Chairmen of the Evaluation Boards for inclusion in the DDO Career Service files.

25X1A 2. All Fitness Report performance evaluations prepared for the fiscal 1975 evaluation cycle in accordance with the schedule set forth in [REDACTED] for DDO officers who have professional status, must be based on previously issued and acknowledged LOI. (Whenever feasible, Fitness Reports prepared prior to 1 July 1974 should be similarly related to LOI.) This will provide a better performance evaluation data base, thereby improving the determinations of the Evaluation Boards.

3. To meet the above mandatory date, it is essential that the issuance of LOI's by divisions, staffs, and stations to all officers be completed as soon as possible. In order for Fitness Reports to be properly related to LOI's, the LOI's must be issued sufficiently far in advance to each officer.

25X1A [REDACTED]
William E. Nelson
Deputy Director for Operations

cc: ADDO